



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SPEECH AND HEARING ADMINISTRATOR

Job Number: 20000980

Job Code: 41530V161016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops, administers and coordinates programs and services for the identification, evaluation, and treatment of children and adults with communicative disorders of speech, voice, language or hearing. Directs all operational speech or hearing services activities OR Directs the Universal Newborn Hearing Screening Program; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Master's degree from a college or university with major course work in the field of speech pathology or audiology.

#### **EXPERIENCE:**

Must have five years of related professional experience.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess the Certificate of Clinical Competency from the American Speech – Language –Hearing Association. <http://www.ASHA.ORG/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, develops, implements and coordinates programs for the delivery of speech and hearing health care services. Sets standards for the delivery of these services, establishes methods and procedures and evaluates and revises programs. Periodically reviews and evaluates the quality of services provided. Serves as a consultant for medical examining teams. Advises hospital and public health personnel in matters related to speech pathology and audiology. Consults with and advises lay and related professional groups concerning overall programming aspects. Prepares materials or publications related to communicative disorders. Develops and coordinates recruiting activities as necessary. Develops training programs for graduate students with appropriate college and university program directors as indicated. Participates in the development of policies and procedures related to speech and hearing health care services. Plans and conducts in service training programs and workshops. Provides clinical back up services as necessary. Cooperates with other public and private health care services in the development and delivery of speech and hearing health services. Reviews and recommends contracts for purchased speech and hearing services. Supervises the preparation of routine and special reports and studies. Prepares financial and statistical reports necessary for planning and evaluating overall delivery of speech and hearing services. Submits budgetary information for statewide programming. Advises hospital and public health personnel in matters related to speech pathology and audiology health care services. Provides liaison services between Commonwealth's Speech and Hearing Services, the American Speech Language Hearing Association and the Kentucky Speech Language Hearing Association. Serves on various committees.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in a clinical setting. Limited travel within the community may be required to publicize the program.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*